myLab: Chemical Safety Module

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<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Getting started</td>
<td>1</td>
</tr>
<tr>
<td>Login</td>
<td>1</td>
</tr>
<tr>
<td>Receiving Items from MMP Order</td>
<td>3</td>
</tr>
<tr>
<td>myLab Inventory</td>
<td>4</td>
</tr>
<tr>
<td>Show me Chemicals where</td>
<td>4</td>
</tr>
<tr>
<td>Items Received on</td>
<td>5</td>
</tr>
<tr>
<td>All Items</td>
<td>5</td>
</tr>
<tr>
<td>Show Chemicals by Location</td>
<td>5</td>
</tr>
<tr>
<td>Workplace Hazardous Material Information System (WHMIS)</td>
<td>6</td>
</tr>
<tr>
<td>Show Chemicals by WHMIS Class</td>
<td>6</td>
</tr>
<tr>
<td>Show Chemicals with Expiration Dates</td>
<td>6</td>
</tr>
<tr>
<td>Add Chemicals (non MMP Purchases) to Inventory</td>
<td>7</td>
</tr>
<tr>
<td>Additional CAS #(s)</td>
<td>7</td>
</tr>
<tr>
<td>Physical State</td>
<td>7</td>
</tr>
<tr>
<td>Reports</td>
<td>7</td>
</tr>
<tr>
<td>Sharing Inventory</td>
<td>8</td>
</tr>
<tr>
<td>Material Safety Data Sheets (MSDS) Database Search</td>
<td>9</td>
</tr>
<tr>
<td>SDS Library / McGill Portfolio</td>
<td>9</td>
</tr>
<tr>
<td>3E SDS Library</td>
<td>12</td>
</tr>
<tr>
<td>Chemical Waste Module</td>
<td>15</td>
</tr>
<tr>
<td>Reagent Container Disposal</td>
<td>17</td>
</tr>
<tr>
<td>Yellow or White Container Disposal (10 or 20 L)</td>
<td>22</td>
</tr>
<tr>
<td>Using the Mixture Name Option</td>
<td>25</td>
</tr>
<tr>
<td>Duplicating a Request</td>
<td>26</td>
</tr>
</tbody>
</table>
**Introduction**

*myLab* is the web component of the McGill Hazardous Material Management System (HMMS). This system facilitates the management of **Radioactive materials** (RAM), **Hazardous chemicals** and other controlled substances (CHEM) and **Biohazardous materials** (BIO) from acquisition to its disposal.

*myLab* allows McGill researchers, students, laboratory workers and university staff to work with electronic inventories of hazardous materials in McGill laboratories.

**Getting started**

Users must be authorized to access *myLab*. Send access requests to: *myLab. ehs@mcgill.ca* There are two types of user accounts to access *myLab*: Full access and Read-only access accounts. **Read-only** account permit users only to view the full inventory and MSDS documents. The Principal Investigator (PI) from each lab must make the request for a generic user account with read only rights. Multiple users can use the same account.

**Full access** account permit users to view and modify the full inventory.

**Login**

1. Access [https://myLab.mcgill.ca](https://myLab.mcgill.ca)
2. Enter your McGill e-mail address *(fname.lname@mcgill.ca OR fname.lname@mail.mcgill.ca)* and password.
3. Click **Login**

Chemicals can be purchased from any source and/or vendor. We recommend you make your chemical purchase through McGill MarketPlace (MMP). Orders placed using MMP will automatically populate many fields in *myLab* inventory, once you acknowledge receipt of the chemical(s) ordered. For items purchased through means other than MMP, you must manually enter all of the chemical’s details into *myLab* inventory.

McGill MarketPlace (MMP) can be accessed easily from:

- **myMcGill Portal**
  - Click the *Shop on the McGill MarketPlace* link in the left column of the *myMcGill* screen
- **Procurement Services web site (www.mcgill.ca/procurement)**
  - and click the MMP logo
The McGill MarketPlace entrance page allows you to create, edit or choose your profile for shopping.

You must verify and make sure that the shipping address of your McGill MarketPlace profile is correct. Links to training materials, videos, how to’s, Quick references, vendor’s list and help resources can be found from within McGill MarketPlace.
Receiving Items from MMP Order

When you receive items that you or anyone in your lab, purchased through MMP, you must add those items to the myLab inventory.

To view a list of ordered items, click the Requisitions link.

Only those who have full access to myLab will see their MMP purchases. A Receive Items to Inventory screen will appear as follows, with a list of all items purchased through McGill MarketPlace.

To add new items into your myLab inventory:

- Click the ‘Append’ link beside the chemical item that you received.

To remove items from the list, click the Remove link beside the item. For example, items such as gloves, lab coats, safety glasses that you received and you don’t want to add to the myLab inventory or items that are on back order etc. can be removed from the list.

You can update an existing inventory item by clicking the ‘Update’ link. For example, if you ordered a chemical that is already in your inventory, and its vendor and catalogue numbers matches to that of the new order, that chemical’s existing quantity and its location will be displayed in the ‘Existing Quantity’ column. The above screen’s existing quantity column indicates that there is 500 milliliters (mL) of Ammonium Hexafluorophosphate stored in Otto Mass Chemistry Room 400. If you have ordered 8 mL more, enter the number of containers and its size (For example, 2 containers of 4 mL).

For all chemicals ordered through MMP, by default the unit of measure (UOM) will display as EA (each). Therefore you need to specify the UOM before adding the chemical to your current inventory.

After adding (append) or updating chemical(s) from the Requisitions link, to view your current myLab inventory, click the Inventory link.
myLab Inventory

To view your current inventory of chemicals,
Click the Inventory Link.

The default display is set to ‘Show me Chemicals where’ option, for you to specify criteria of your choice for listing the chemicals.

Show me Chemicals where

With this option, you can display chemicals in your current inventory by its description, CAS #, catalog#, inventory # or chemical formula. For example to view a list of chemicals with the word ‘ethanol’ in its name: first select the Show me Chemicals where option. From the drop down list select Chemical Description, then select item Contains from the list. Enter the word ‘ethanol’ and click Show.

On-screen data entry can be done within the fields of Number of Containers, Total Volume, Unit of Measure, Container Size and Comments. After entering the data, click Save Changes.
Scroll the current inventory screen to the right to see more information of the chemicals including its comments, location and inventory # as shown below. To remove an item from the inventory, click on its Remove link.

<table>
<thead>
<tr>
<th>Container Size</th>
<th>Comments</th>
<th>Room #/Building</th>
<th>Physical Location</th>
<th>Inventory #</th>
<th>MSDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter Important notes here</td>
<td>3270: WONG BUILDING</td>
<td>10500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500</td>
<td></td>
<td>3270: WONG BUILDING</td>
<td>10501</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500</td>
<td></td>
<td>3270: WONG BUILDING</td>
<td>10502</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500</td>
<td></td>
<td>3270: WONG BUILDING</td>
<td>10503</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Items Received on**

To view all items added to the myLab inventory by a specific date, select the option **Items Received on** and enter the date criteria (e.g. May 30, 2013) as per the example below, and click **Show**.

**All Items**

This option lists all chemicals in your current inventory. The total number also displays at the top.

**Show Chemicals by Location**

Select this option to display chemicals stored in different locations (building, lab and room) of a Principal Investigator. Select the location from the drop down list and click **Show**.
Workplace Hazardous Material Information System (WHMIS)

The main objectives of WHMIS are hazard identification and product classification. WHMIS consists of 3 main components: Labeling, Material Safety Data Sheets (MSDS) and Training.

Labeling: All chemicals in containers must be labelled with warnings, what to wear to protect, how to use, store and dispose the chemical and what to do in case of an emergency. Most labels have the WHMIS pictograms that warn you at a glance of the dangers involved.

Show Chemicals by WHMIS Class

To display a list of chemicals in myLab inventory with WHMIS Hazards:
1. Click the radio button beside Show Chemicals by WHMIS Class option
2. Select the type of chemical class (e.g. Flammable Liquid) from the drop down list
3. Click the Show button.

Show Chemicals with Expiration Dates

Display a list of chemicals that are expired or will expire within 30 days. Some chemicals can become dangerous or explosive over a period of time. Those expired items will appear in red color.

Expiration Date is an optional data entry field. In order to display a list of chemicals that have expired or will expire in 30 days, you must enter a date in the Expiration Date field of the chemical.
Add Chemicals (non MMP Purchases) to Inventory

To add a new chemical to *myLab* inventory that is purchased from sources other than MMP, click **Add Chemical**.

A chemical Information screen with an Inventory number will be displayed, as shown below. None of the fields will have any data in it. You must fill in all fields with appropriate data.

**Expiration Date** is an optional field. The **Inventory Date** can be back dated if necessary.

### Additional CAS #(s)

Some chemicals may have more than one Chemical Abstract Service (CAS) number. Enter those additional CAS #s by clicking the **ADD CAS#** button. Enter a chemical description for each CAS# and click **OK**.

### Physical State

Some fields such as, Physical State, Unit of Measure, Type of Container, Building Name, etc. can be selected from a drop down list. For all other fields enter data directly in the field. When finished, click **Save Record**.

### Reports

From the *myLab* inventory, it is very easy to print a report of chemicals. Click the drop down arrow beside Reports and select **the type of report you want from the list**, or highlight a chemical and select Chemical Catalog Fact Sheet option.
Sharing Inventory

Sharing inventory within your department means you are letting others in your department know the chemicals that you have in your possession. An advantage of using myLab is that it is very easy to view the list of all chemicals available in a department’s laboratory.

For example: if a Principal Investigator from the Chemistry department wishes to share chemicals from his or her inventory to the whole Chemistry department, place a check mark in the Share column of those chemical(s) and then click Save Changes.

As you can see from the above screenshot, there are 276 chemicals in the current inventory. If the Principal investigator selects to share some or all chemicals, it can be viewed by all from within the chemistry department.

To view a shared inventory, select the Search Shared (department name) option. The following screen displays a list of all chemicals shared by other PI’s in Chemistry (total 800). This list will also display the name of the PI who shared the chemicals.
Material Safety Data Sheets (MSDS) Database Search

Material Safety Data Sheets (MSDS) are technical bulletins that provide chemical, physical, and toxicological information about each controlled product, as well as information on precautionary and emergency procedures. By law the MSDS information must be updated at least every 3 years. They must be readily accessible to anyone who works with, or who may otherwise be exposed to, those products.

To view MSDS information for a chemical, search the MSDS database.

**SDS Library / McGill Portfolio**

McGill has a portfolio of over 40,000 updated MSDS documents through the 3E Company online database. To search the McGill Portfolio (SDS), click the **Search MSDS Database** link from the current inventory screen in *myLab*.

The following SDS search window will be displayed.
From the ‘Search for’ drop down list select a criteria item (product name or manufacture name or part number (catalogue number) etc.) and enter a corresponding value in the text box to search.

For example, to search for a chemical named Acenaphthylene, select Product Name from the Search for list and enter the chemical/product name in the box. Then click the Search button.

The search made for Acenaphthylene was successful and it found one item in the database as shown below. Click the icon beside the chemical name to see a list of documents associated with the product.
There are two documents listed for the chemical Acenaphthylene.

Click on the View link to open the MSDS document as shown below. Scroll down the MSDS document screen to see more details. You may print, save or email the document.

The document displays details on the product such as: hazardous identification, first aid measures, personal protection, toxicology and regulatory information, handling and storage, etc. You must verify and make sure that the Vendor/Manufacturer name, catalogue number and chemical name in the MSDS document matches those of the chemical item.
Sometimes the McGill SDS Library search displays a ‘No records found’ message. What can you do in that case?

Then you must search the 3E SDS Library, which will give you access to over 3.5 million MSDS documents. Click the 3E SDS Library link.

Specify the search criteria (for example, Product name contains Alpha-alpha-Azobisisobuty) and click the Search button.
Click on a product name to open its MSDS document. Pay attention to the Product name and Part number (catalogue number).

The corresponding MSDS document will open in a new window.

**Note:** “Once you find the required MSDS in the 3E SDS library, please send the information to mylab.ehs@mcgill.ca. The myLab admin will, then, transfer the required MSDS to the McGill SDS library which will update the document every three years.”

The user may enter a URL in the field MSDS URL which holds MSDS information for a chemical from any source other than 3E Company (e.g. Vendor’s website).

If you choose this option, it is your responsibility to update MSDS every 3 years as per the law.
Note:

If you do not find your required MSDS document in the 3E Company website, please send an email with the following information to:

mylab.ehs@mcgill.ca

- the chemical name
- vendor name and
- catalogue number of the product.
Chemical Waste Module

All chemical waste must be discarded properly. As part of the process, you must first request for the pickup of the chemical waste.

Log in to myLab and click the Waste Pickup link.

Add your new waste pick up request to the system by clicking Add Request button.

The system will insert a request number for your waste pick up as shown below.

Pick today’s date from the calendar as the Request Date by clicking the down arrow.
Click the blue question mark beside the Lab/Location field to pick a lab linked to the PI.

You can search the lab by building name, permit number, permit type or even by specifying the starting word or any word that is part of the building or lab name.
From the list of labs assigned to your PI’s lab’s permit, choose the lab by double clicking on its **Select** button. For example, let us select ‘McIntyre medical sciences building room 123’.

The resulting screen will display the selected lab information and today’s date as shown below.

Now you must specify the contact’s name, email and phone number. It is possible for you to enter it **manually** in the fields or select it from a list by clicking the blue question mark of the **Contact** field as shown below.

Double click on the **Select** link of the contact person for this waste pick up request. The system will fill up the contact’s name and email address. You need to **manually** enter the contact’s phone number.
Click the **Save** button.

After you click the **Save** button, the **Waste Pickup Request Detail screen** as below will be displayed.

**Reagent Container Disposal**

Click the **Container Type** down arrow to list the type of Containers. Select the **Small Bottles/Reagent**.

There are three different ways to add a reagent to your waste pick up request.

1. **Adding reagent(s) from your myLab chemical inventory**

To select chemicals from your myLab inventory click the **Inventory # Link** field icon.
Your current inventory will be displayed. If necessary, perform a search to locate the chemical. Click the **Select** link beside the chemical to add it to your list. For example, to add Ammonium hydroxide, click on its **Select** link.

The selected item will appear on the screen. Type in the number of containers.

After you specify the number of containers, the inventory will be updated to that effect. For example, there were 97 containers of Ammonium hydroxide with a total amount of 48500 ml. After you remove 1 container of 500 ml size, the catalog shows 96 containers of total 48000 ml.

Click the **Attach** link to add the item to the list.
2. **Manually adding reagent(s)**

Type in the name of the chemical, its quantity, number and size of the container and its unit of measurement in the first line as shown below.

Click the **Attach** button to add it to the list of chemicals to pick up.

![Chemical Waste Module](image_url)
3. Adding reagent(s) from the myLab Catalog

To add chemical(s) from the myLab catalog (from Sigma-Aldrich or Fisher Scientific), click the blue icon beside the Choose an Inventory Item field.

Specify the search criteria, using any of the three options appear on the resulting screen. For example, select ‘Show me chemicals where’ option, with ‘Chemical description’ starts with and then enter part of the chemical name like ‘Acet’ and click the Show button.

From the displayed list of criteria matched chemicals, select the chemical you want by clicking on it. The selected name will be entered in the Chemical name field as shown below. Specify the number and size of the container and its unit of measure.

Then click the Attach button. The reagent will be added to the list as shown below.
The screen below list all the chemicals added to the waste pick up container, using the three different methods described above. If that is all what you wish to add, click the **Submit** button and then the **Done** button.

![Waste Pickup Request Detail](image)

To create another container, click the **Add Another Container** button, which will become active only after you click the Submit button.

After submitting the pickup request, the resulting screen will display the details of the request including its request number, date of creation, list of added chemicals etc.

![Incomplete Pickups](image)

**Note:** Incomplete Pickup requests will go to the Hazardous Waste Management office for pickup. Once it is picked up by the Hazardous Waste Management, they will add the request to the **Completed Pickups** list.
Yellow or White Container Disposal (10 or 20 L)

Select **White** or **Yellow** container option from the **Container Type** drop down list. From this point on, the steps to follow for White or Yellow options are the same. For example, this document illustrates the use of **White 20L solvent**.

There are three different ways to add chemical(s) to your white or Yellow waste pick up request.

1. **Adding chemical(s) from your myLab chemical inventory**

   Enter an appropriate name for the mixture of chemicals in the **Mixture Name** field. The advantage of using a mixture name is that, it will be saved in the system and you can use it later on whenever you want to add the same combination of chemicals. It will save you from the steps of adding each chemicals. For example, enter the mixture name **HPLC waste** in the **Mixture Name** field.

   To select chemicals from your myLab inventory click the blue icon beside the **Inventory # Link** field. Your current myLab inventory will be displayed. If necessary, perform a search to locate the chemical. Click the **Select** link beside the chemical to add it to your list. For example, to add **Methanol**, click on its **Select** link.
The selected chemical **Methanol** will appear in the chemical name field and its inventory number will appear in the **inventory # Link** field. Now you must specify the percentage of content (e.g. 70%) and then click the **Attach** button.

**Note:** When you select a chemical from your myLab inventory for the White or Yellow container, your current inventory will **not** be automatically updated.

2. **Manually adding chemical(s)**

Type in the name of the chemical, number of containers and the percentage of its content. For example to add Toluene to the container, type in Toluene in the name box. Also enter the percentage (e.g. 20%) of the container that will be occupied by this chemical Toluene in the **% of content** field.

Then click the **Attach** button. Toluene will be added to the list.

3. **Adding chemical(s) from the myLab Catalog**

To add chemicals from the myLab catalog (from Sigma-Aldrich or Fisher Scientific), click the blue icon beside the ‘Choose an Inventory Item’ field.

Specify the search criteria, using any of the three options on the screen. For example, select **Show me chemicals where** option, with **Chemical description** contains and then enter the chemical name like ‘Antibodies’ and click the **Show** button.
The search found two items that met the criteria. Click on the chemical to select it.

<table>
<thead>
<tr>
<th>CAS # Chemical Description</th>
<th>Catalog #</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antibodies Volume 1: Production</td>
<td>Z702579-1EA</td>
<td>Sigma-Aldrich</td>
</tr>
<tr>
<td>and Purification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antibodies: A~Laboratory Manual</td>
<td>A2926-1EA</td>
<td>Sigma-Aldrich</td>
</tr>
</tbody>
</table>

The chemical name will be displayed in the chemical name field. Specify the percentage of content and then click the Attach button. The chemical will be added to the list.

The following screen lists the 3 chemicals added to this waste container (with the mixture name HPLC waste) each with its own % totaling 100%.

In order for the waste pick up request to be accepted, the total percentage of content must equal to 100%.

Now click the Submit button. To create another container, click the Add Another Container button, which will become active after you click the Submit button.

After submitting the pickup request, it will be added to the Incomplete Pickups list. The lastly added White 20L Solvent container and its details along with the previously added Reagent container can be seen as shown below. Both request have the same request number.
Using the Mixture Name Option

A created mixture name can be used again, by clicking the blue icon beside the **Mixture Name** field or by clicking on the Mixture Name link itself.

A list of previously created Mixture names will be displayed. Click the **Select** button of the mixture name you wish to use from the list. The same combination of chemicals and its percentages will be added to the container.
Duplicating a Request

After creating a waste pickup request, it is possible to duplicate it to avoid repeating all the steps.

Click the **Duplicate this Request** link beside the request number. You will receive the following message.

The request, along with its containers and contents have been duplicated. The new request # is P15119002. Please edit the request or containers as necessary. If you duplicated the request in error, please delete it.

Click **OK**. The duplicated request with the new request number will appear as shown below.

To edit or delete a request, click on its appropriate links. You may add more chemicals to the same container by clicking the **+Add** link.

**Note:** Incomplete Pickup requests will go to the Hazardous Waste Management office for pickup. Once it is picked up by the Hazardous Waste Management, they will add the request to the **Completed Pickups** list.

For any missing information (lab/location and/or contact information) please send an email with details to: myLab.ehs@mcgill.ca